

**SOUTHEASTERN MICHIGAN HIV/AIDS COUNCIL
LONG RANGE PLANNING COMMITTEE
DETROIT HEALTH DEPARTMENT ROOM 420-B**

**April 23, 2003
12:00 P.M. –2:00 P.M.**

MINUTES

The regularly scheduled meeting of the Long Range Planning committee of The Southeastern Michigan HIV/AIDS Council was called to order at 12:08 PM by Co-Chair, Sybil Lyons-Davis, in room 420B of the Detroit Health Department on Wednesday April 23, 2003. The other Co-Chair, Keith Meeks, was also present. Today's agenda and the minutes of the March 26 meeting were read and approved.

Present

Sybil Lyons-Davis, Co-Chair
Keith Meeks, Co-Chair
Waymond Burkes
Yolanda Jones
Patricia McGruder
Joy Schumacher
Laeki Harris
Kathy Kustowski
Tracy Winston

SEMHAC Staff

Karla Handley, Sr. Program Consultant

Guests

James Gregory Jenkins
Greg Cherry
Tonya Gooden
Armand Hansberry

BRIEF OVERVIEW

Sybil Lyons-Davis gave an overview of the Committee, and the Long Range Plan. The Championing process was described.

OLD BUSINESS

Report from Champions

- 1) **Public Education**-Keith Meeks reported that the *Media Marketing* committee is working on developing ways in which to market and promote SEMHAC.
- 2) **Access**-Keith Meeks reported that the *Needs Assessment* committee would address this goal in FY2003's Needs Assessment process
- 3) **Coordination**-Joy Schumacher reported that she believes that this goal should be housed within another committee besides *Resource and Development*, perhaps the new committee that is being developed.
- 4) **Transmission**-Until a prevention workshop has been developed Transmission will be on hold.
- 5) **Quality of Service**-All of the data from the *Evaluation* committee is collected.
- 6) **Information Management**-Joy Schumacher has been told by a representative of the Grantee that the IM process cannot be implemented because there is no money in the budget to do so. Further checking must be done. *Process and Allocation* is the home of this goal

7) **Capacity Building** is also a part of *Needs Assessment*, and will be built into this year's process.

8) **Evaluation and Quality Management** is within the same committee as **Quality of Service**, the *Evaluation* committee

NEW BUSINESS

One full day in June and one in December will be scheduled for training, and from Noon-4 PM on June 18 is also set aside for training. Please save the date.

NEXT MEETING

The next meeting will be on Wednesday June 18, 2003. Future meetings will be held on the third Wednesday of each month

ADJOURNMENT

Meeting was adjourned at 1:40 PM.

Minutes transcribed by Karla Handley, May 12, 2003.

Chair Signature_____

Date_____